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SPECIAL LIBRARIES

Vol. 19

November, 1928

No. 9

Army Medical Library

Transportation Libraries

Value of Bibliographies

Library of the Port of New York

Manufacturers' Conference Links
Library Research

Chicago Round Table Session
During Midwinter Meetings

Exhibits
Groups

Library Aids
Departments

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Special Libraries

Vol. 19

NOVEMBER, 1928

No. 9

Army Medical Library

By P. M. Ashburn, Colonel, Medical Corps, U. S. A.

THE Army Medical Library, known to the world as the Library of the Surgeon General's Office, owes its beginning to the foresight and genius of First Lieutenant John S. Billings of The Medical Corps, supported most liberally by Surgeon General Barnes, whose ability and largeness of vision have not been given too much, if nearly enough credit. At the close of the Civil War, the Surgeon General had in his control a large sum of money derived from the mess funds of the numerous general hospitals of the army which had been closed as their patients were discharged.

From this sum he allotted \$80,000 for the improvement of the Library of his office and charged Assistant Surgeon John S. Billings with the task. He chose wisely, for Billings, as you doubtless know as well as I, became the greatest librarian in America, one of the great ones of the world. He began at once to gather valuable and rare medical books and he continued in the Library until his retirement for age, before which time his fame was international and books and information about books sought him. Like many great men, he accomplished a tremendous amount of work and established high reputation in more than one field. He had a large part in planning Johns Hopkins Hospital and Medical School, and in the administration of the Carnegie Foundation, he was widely known as a sanitarian and was the first Professor of Hygiene in the Army Medical School. He was a prolific writer. After his retirement he reorganized and remade the New York Public Library.

Surgeon General Barnes, after furnishing funds to give the library a start to greatness, was able to start Congress on the good habit of an annual appropriation for it, a habit which still con-

tinues. You can understand that economists and faddists have often tried to break the habit, and the fate of the library was long the subject of periodical anxiety, and at one time a bill was introduced directing that the library vacate the building in which it is housed. There was no place provided for it to go and had the bill passed it would have gone to the street. Happily, that was avoided.

In 1892, a joint resolution of Congress placed the library at the disposal of the medical profession of the country, under such restrictions as might be found necessary, and it has remained so since. Our greatest single user of books is the Department of Agriculture.

Congress allots in the neighborhood of \$20,000 a year for the purchase of books and periodicals, with which amount we are able to purchase about as many as we can handle with our present force.

From the small collection of books listed in the catalogue of 1864, a small volume of 24 pages, the library has grown to be the greatest purely medical library in the world, the best catalogued and most readily accessible. It is known where bibliography and progressive medicine are known, and outside of our country, and possibly within it, it is probably, or was long, regarded as the best evidence of a scientific spirit in the Medical Department of the Army. The catalogue now embraces 45 volumes in three alphabetical series. The 7th volume of the 3rd series is now in press.

At the present time the library contains approximately 320,000 bound volumes and between 500,000 and 600,000 other printed items, such as pamphlets, monographs and society transactions, thousands of portraits of physicians and between 500 and 600 incunabula, books printed between 1457 and 1500 A. D.

The library also contains a large statistical section, consisting of approximately 50,000 items, donated by the Prudential Insurance Company of America and collected largely by Dr. Frederick L. Hoffman, the statistician of that company.

From the Library of Congress we receive one copy of each copyrighted medical book published in America; others come as gifts, and foreign publications we buy. We receive by purchase or gift more than 1700 different journals and periodicals, published in all languages which have periodical medical literature. This literature is available to readers who come to the library and most of it is also available for loan to medical officers in all parts of the world and to the medical profession by means of interlibrary loans in the United States and Canada. Last year we made loans to 365 libraries. Exceptions are made of current and unbound periodicals, and of old or rare books which could not be readily replaced in case of loss. These may be used at the library only, but for small sums, 15 to 30 cents per page, photostatic copies of anything we have can be supplied. The readers in the library were 4600 in fiscal year 1927 and in that year 11,551 books were sent out on loan.

One medical publishing house keeps a force of six persons constantly at the library doing bibliographical research, translating and abstracting.

The greatest work of the library, that which is known throughout the world, is the preparation of the Index Catalogue, formerly also the preparation of the Index Medicus, and also aid in the preparation of the Quarterly Cumulative Index Medicus, which is a combination of the old Index Medicus and the Quarterly Cumulative Index of the Journal of the American Medical Association. Our part in this work is the indexing of 885 periodicals not handled by the American Medical Association. Through these publications the medical literature of the world is made known to investigators all over the world. The volume of this literature is immense. Today, as I write, there has come in a request from a gentleman that we send him everything we have on diabetes. The naiveté of the request

caused me to have made a cursory examination which revealed that our printed titles under *Diabetes* fill 102 pages, while our still unprinted cards number thousands and in addition articles in books would in themselves constitute a large library. Such requests as this are not nearly as rare as you might think. Discrimination is necessary in the use as well as in the preparation of bibliography.

The personnel of the library, including laborers, numbers 26, ages ranging from "uncertain" to ninety.

The money value of the library has been estimated at \$4,000,000 to \$5,000,000. Many items are worth exactly what they might fetch and that would vary, according to manner and place of sale, for a given item from a few cents to a thousand dollars. Examples, Harvey's "De Motu Cordis" brought ten pounds, ten shillings in 1895 and now is worth a great deal more. During the war a copy of Pirogoff's atlas, valued at \$1,000 was lost. I fancy that few medical officers, uninformed as to its rarity, would pay so much. Such rarities as this, the incunabula and especially ancient Greek, Latin, Hebrew or Arabic manuscripts are mostly vanities.

Now a few words as to the work. I have often been asked by medical officers as to my duties, the inquiry pronounced in such a way as to imply a belief that I am a person of elegant leisure, with nothing to do but read and absorb knowledge and to become a widely informed gentleman of the type of General McCaw. There have been few times since I entered the service when I had less opportunity to do reading or other things of a diverting nature, no time when I was less busied in routine. Age has some compensations and among them is the fact that routine may then be a comfort in many ways. No longer, as in childhood or youth, does nature cry for constant change and variety. So we old people at the library go along doing our daily stints after the manner of old wheel horses. If brilliant, enormously industrious, and thoroughly familiar with the work, as was Billings, it is possible to do the stint and a great deal besides. If not all three, one is not apt to set any rivers afire. We take 1720 journals and magazines and we acquired

last year about 1500 books. The books must be looked at sufficiently to be classified for the proper place in the catalogue, the journals and magazines searched and selection made of the articles deemed important, apt to be sought and worthy of cataloguing. This task is of necessity done hurriedly and, therefore imperfectly. If in a morning I have brought to me a large stack of journals in several languages, none too well known, and if by evening those journals have all been run through and the original articles checked or rejected, you may know that they have not been read carefully, but that in most instances the judgment of worth has been based upon the character and general worth of the journal, the author or the institution in which the author works or from which he writes, upon the general look of the article, its sub-heads, illustrations and conclusions. Mistakes are bound to occur and such mistakes are more fitly characterized as wrong guesses than as mistakes of judgment. It is financially and physically impossible to get all headings printed in the catalogue, hence the need for this selection. The journals then go to the typists, who type a subject card for each article checked, and journals and cards are then returned to the officer checking, who writes on each card the catalogue heading under which it must be filed. This particular task is still for me a slow one. Colonel Garrison's speed is limited only by his speed in writing, for he knows the classification and, through years of practice, can assign a card its proper place at first glance. I am still apt to be puzzled by such a simple title as "Sarcoma of the Metacarpal Bones. Shall it be (1) Bones (Metacarpal) Tumors of, sarcomatous; (2) Hand (Diseases and Tumors of); (3) Tumors (Sarcomatous) of hand; (4) Tumors (Sarcomatous) of bone. I may have to look at all four headings and the article before I can decide the question according to precedent and custom. My instinct would be to put it "Sarcoma (Bones) metacarpal," but I know enough to know that that is wrong. If the article be in a foreign language and I am not sure of a word in the title, I also have to consult the dictionary, possibly two or three dictionaries. So you see that this one card heading may

have taken up some minutes of my time, and if there be some hundreds to head, as there frequently are, the delay is serious. I try to clean my desk daily, but do not always succeed. To work all day and see the pile of journals diminish hour by hour until 4.20 P. M. and then have a messenger come in with another armload is disturbing. The cards, having been classified, are filed until Dr. Allemann, who prepares the proof for the Index Catalogue, reaches them. He then goes over them, rejects many and sends the others to the printer, after which those printed (except author cards) are destroyed. All of this helps make the Catalogue cost much more than its sale price, for example: Vol. V of the 3rd Series sells for \$2.55. One thousand copies cost the library \$18,568.28 for printing and paper, \$18.57 per volume. The preparation was estimated to cost \$14,280, making the total cost \$32.85 per volume. Mention of money makes me feel as though I were bodily back in the library. Money, pay, is a matter of universal and daily interest. Our clerical, non-military personnel draws from \$1,320 to \$3,000 per annum with $3\frac{1}{2}$ per cent deducted toward retirement at the age of 70 and works hard at translation, classification, book selection and other highly technical tasks, and is unsatisfied. The library is a queer little world, in which every person is convinced that every other is queer and only himself quite right. In this it resembles but outruns the larger world. But as each realizes that this queerness of the others throws a great responsibility upon himself, I am not sure that it does not result in a greater output of work and enables us to carry on. I am told by librarians that our output is exceptional in its relation to personnel.

Certain men, in the service and out, have accomplished great things outside the big day's work. Osler is a shining example. Read his Life by Harvey Cushing, both for the pure delight of it and as an inspiration to work and learn that, for men so constituted as he, each day has all of 48 hours, some of them always for books. He was a great lover and a great user of books and of the Surgeon General's Library. It is

interesting to learn that Osler, personal friend of Billings, great lover of books and great admirer of our library, for losing a book was punished for one year. He borrowed Peacock's "Malformations of the Heart" and lost it. Billings deprived him of the privilege of taking books from the library and Osler thereafter had to make many a trip to our library to consult books which he could not find in Baltimore or Philadelphia.

The library has large collections on some subjects which the practitioner rarely uses, such as anthropology and ethnology. The history of medicine also constitutes a specialty in which our collection is very rich, but to which most medical men rarely refer, as they naturally prefer in their busy and practical lives to get what they get of the subject at second hand, in such works as Col.

Garrison's. But our library has more source material than any other in America, at least.

Hence our titles on magic, medicine, magical and spagyric, popular, primitive, ancient and mediaeval, on religion in medicine, clinical medicine, astrology, alchemy and other stages of progress toward the present status of the art and science, occupy many pages of the catalogue.

Cushing has said that "the soul of an institution that has any pretense of learning comes to reside in its library, no less than does the soul of a profession or of an individual." The Army Medical Library is a worthy residence for a great soul. It is hoped that that of the Medical Department may long inhabit it.

The Library Service of The Port of New York Authority

By M. E. Pellett, Librarian

ON taking over the Port Authority Library, I found it consisted of only a small collection of books, reports, pamphlets and periodicals, all packed in boxes; and on the spiritual side there was a liability in the form of an almost total absence of library-mindedness. That was somewhat less than two years ago. Now, everybody in the organization makes use of the Library, and if we do not have the material, we do have at least the "leads" to all the information available in the entire Port Authority organization,—and beyond; for there, also, are my "contact" files, so dear to the librarian.

Thanks to the Special Libraries Association, my "contacts" include many of you whom I can, and perhaps too often do, call upon, by letter, by telegraph or by telephone to clear up some obscure point, to request the loan of a book, or to arrange an interview for some member of the Port Authority staff who is seeking special, perhaps unpublished, information on a technical subject.

Some of you, strangers or only occasional visitors to the great port of New York, may wish to know something about the nature of our work.

First, what is the Port of New York, geographically considered? The name "New York" does not describe the port, but it is convenient, like "American" to designate a citizen of the United States of America. Everybody knows it; you could not displace it, for it is fixed in the linguistic habits of hundreds of millions of people, not only at home, but abroad. When I returned from Europe in 1925, I bought in Paris a ticket entitling me to passage from Cherbourg to New York. I landed at Hoboken.

Now, Hoboken is in the Port of New York, just as much a part of it as Brooklyn or Manhattan itself; so is all the long line of waterfront, crowded with piers, on the Jersey side of the River and Bay.

Bear that in mind when you think of the Port of New York, over which The

Port of New York Authority has jurisdiction.

The Port of New York Authority was created by Compact entered into on April 30, 1921, by and between the States of New York and New Jersey, and approved by the Congress of the United States on August 23, 1921. The Port Authority is the instrumentality of the two States. Under the statute it has—

"full power and authority to purchase, construct, lease and/or operate any terminal or transportation facility within said district; and to make charges for the use thereof; and for any of such purposes to own, hold, lease and/or operate real or personal property, to borrow money and secure the same by bonds or by mortgages upon any property held or to be held by it."

A Comprehensive Plan for the development of the Port of New York was adopted by New Jersey on Feb. 23, 1922, and by New York on February 24, 1922, and approved by the Congress of the United States on July 1, 1922.

There has since been supplementary legislation, particularly in connection with the bridges we are building.

To indicate to you the scope of the Port Authority's activities, allow me to enumerate some of the things it has been, or is, occupied with:

AIRPORTS in the New York metropolitan area, a subject which we studied in co-operation with Secretary Hoover's committee (the MacCracken Committee).

BELT LINES, as a part of the Comprehensive Plan for the development of the Port of New York.

BRIDGES: two across the Arthur Kill between Staten Island and New Jersey, one across the Kill van Kull connecting Staten Island with Bayonne, N. J., and the fourth connecting Manhattan Island with Fort Lee, N. J.

CANALS: The N. J. Ship Canal, as a part of the Intracoastal Waterway, in connection with which we have co-operated with the Atlantic Deepwaterways Association and others interested.

CONSOLIDATED CARFLOAT AND LIGHTERAGE, an exhaustive study resulting in a Joint Report of several volumes

by the Port Authority and a Committee appointed by the railroads entering New York City.

CONSTRUCTIVE STATIONS on Manhattan, a matter now the subject of hearings before the Interstate Commerce Commission sitting in New York.

DRAWBRIDGES across Newark Bay and Hackensack and Passaic Rivers.

DRY DOCK for the Port of New York District.

FERRY between Brooklyn and New Jersey.

FREE PORTS for the Port of New York.

FOOD MARKETING, in connection with which the Port Authority has for years been co-operating with the U. S. Department of Agriculture, universities, experiment stations, New York State and City departments.

GRADE CROSSING ELIMINATION has received the Port Authority's attention in relation to the Comprehensive Plan for the port's development.

INLAND TERMINALS, as a factor in the freight distribution problem of the Port of New York District.

NEW YORK POULTRY EXCHANGE, recently created under authority of legislation passed only about a year ago; the Port Authority is represented on the Exchange.

PORT PROTECTION, which you will find fully covered in the Port Authority's annual report for 1927 at p. 9, 29-42. In this connection may be cited the comment of the "Dock and Harbor Authority," the chief English port publication, in its issue for April, 1928, at p. 181:

"The annual report of The Port of New York Authority for the calendar year 1927 constitutes a striking record of the Authority's efforts in dealing with vital problems arising in the administration of America's chief port."

RAILROADS—CONSOLIDATION, a subject in which the Port Authority has very actively participated.

RAILROADS—RATES, matter of constant study by our staff.

REAL ESTATE, of which we have had to purchase millions of dollars worth for plazas and approaches to the four bridges we are building.

SECURITIES: the Port Authority has issued bonds to the amount of over \$40,000,000, and before the present construction program is completed there will have been issued upwards of \$100,000,000.

STREET AND HIGHWAY CONNECTIONS, at the approaches to the four bridges.

SUBURBAN TRANSIT, a study of the interstate phases of the New York situation in co-operation with all the transit agencies on both sides of the Hudson.

TESTING LABORATORY: At Jersey City a laboratory for testing all materials entering into the construction of the four Port Authority bridges is functioning; a new building to house a new and powerful testing machine is under way.

TITLE INSURANCE, a question we have had to handle in the purchase of the real estate above mentioned.

TOLL BRIDGES: The four bridges under construction are to pay for themselves by tolls, and the actual operation of two of them will be under way within a few weeks.

TRAFFIC SURVEYS: It is upon careful traffic surveys that the Port Authority has been able to float bonds for the construction of the bridges.

TRUCKING, as to which the Port Authority has made comprehensive studies.

To sum up, we are, briefly, interested in the economic and engineering aspects of all means of transportation, with special emphasis on terminal facilities.

This audience of librarians does not need to be told what amount of study is involved in the solution of the economic and engineering problems I have mentioned. It would likewise be gratuitous for me to emphasize the Library's rôle in this work. As in the case of most special libraries, a picture of ours is a cross-section of the activities of the organization it serves.

Inasmuch as The Port of New York Authority is a public agency, spending public funds in the public interest, it follows that its library is a public library. In the parlance of librarians, it is, of course, not a public, but a special library. However, like The Municipal Reference Library, it is a public library serving a special public, or serving the public in a special way. From another point of view, it is the library of the Port of New York District, and in this respect, is unique; it is the joint special library of the States of New York and New Jersey.

In its restricted or special way, it is serving a constantly widening public. There are probably a greater number of individuals studying the problems of the Port of New York District than will be

found similarly engaged in any other port area in the world. An ever increasing number of them are coming to the Port Authority Library. Nor are they our own people merely. They come from all sections of the United States and from abroad. Within recent months we have received visitors from England, Belgium, France, Germany, South America, and the Orient.

I believe the Port Authority Library has a future, for I find it impossible to picture a successful Port of New York Authority without a library, and at that, a library second to none of its kind, as befits the organization having jurisdiction over the greatest port in the world.

I feel that in the Port Authority Library, we are laying the foundation of just such a library—the best in its special field. That is the star to which our wagon is hitched.

With that star to guide us, we are trying to function as efficiently as our means permit. Our situation is far from hopeless, for we do enjoy some facilities. Any special librarian appreciates the importance of knowing the needs of his organization, and therefore, the value of any and all means to that end; knows that contact between the library and all departments of the organization it serves is vital to success. In this respect the Port Authority Library is peculiarly fortunate. In addition to my duties as Librarian, I sit in at all Board meetings and staff conferences, prepare all minutes, and also act in the Secretary's absence. I index the minutes, using the cumulative form, with a consolidated index at the end of each fiscal year. I maintain a central index of all departmental files, and as all filing is done under my supervision, the files are to me as much a source of information as are the books on the library shelves. The filing system we use is alphabetic. A feature of the central file index is a duplicate set of cards (corresponding to the legends on the folders) classified according to the Dewey Classification, which we use in the Library. This classified card file covers both name and subject files. The same system applies to our newspaper clipping file. In this way all records of the Port Authority are co-ordinated, so that we can, with a pull on one string, so to speak, bring out

for the research worker all the data there are on a given subject in the entire organization.

Our indexes cover everything—books, pamphlets, periodicals, miscellaneous data, maps, photographs, printers' cuts, files, clippings, and mailing lists. And all data can be reached through both alphabetic and classified channels.

In the library proper we have three main divisions: (1) Bound volumes, on the shelves; (2) Pamphlets and unbound periodicals, in pamphlet boxes; (3) Miscellaneous data, in vertical files. All are classified according to the principles of the Dewey Classification. Books and pamphlets are fully catalogued. Miscellaneous data, in what we call our Information File, are not catalogued; but we do maintain a fairly comprehensive alphabetic key to the Information File. I was pleased to note, in an article by Guy E. Marion, in the March number of *SPECIAL LIBRARIES*, that much the same scheme for information files is used in the Research Department of the Los Angeles Chamber of Commerce. I hope our Los Angeles friends have found it as practical and as much a timesaver as we have.

I might with propriety go into more detail as to the means we employ in rendering service to the technical staff of the Port Authority, telling you of our magazine circulation system, the bulletin we issue for the information of the staff, and the bibliographic work we are constantly doing. But I forego that pleasure and will close with a reminder that under the leadership of the Chairman of the Transportation Committee of the Commercial-Technical Group, the subcommittee which he has appointed to handle Water Transportation is functioning. It was with a great deal of pleasure that I accepted the Water Transportation Chairmanship. In the category of utilities, transportation—especially transportation by water—is about the only subject as to which I have any honest-to-goodness knowledge. Ships and ports and terminals are my stock in trade. I have worked and slept with them (and aboard, too, for I have done my bit at sea) for the last ten or twelve years. Air, rail, and highway transportation I accept with only moderate enthusiasm; but water—I love it—

except when it is a question of having to drink it!

I love ships; I love the seas on which they sail; I love the ports at and from which they arrive and clear. I am fond of librarians, too; but I confess I am more at home among seamen, stevedores, steamship agents, pilots, the various tribes that handle the great waterborne commerce of the world. I love the smell of cargo, the sound of the winch, the taste of salt air, the feel of the deck, the sight of seagulls and the vast blue expanses of the sea.

In my work as Librarian of The Port of New York Authority and as Chairman of your Water Transportation Committee, I am living anew, if in a less direct way, the life that I led for so many years. We receive a constant stream of port literature from all over the world. I wish I had the time to read it. The temptation is great, especially when a volume on some far-off port that I have known comes to my desk. To thumb its pages is like revisiting old familiar scenes—I had almost said boyhood scenes, although it was only three years ago the 15th of this month that I definitively returned home from my travels abroad.

I have dipped into this bit of my private life only for the purpose of showing you the background of the picture I undertook to draw for you—of the Library Service of The Port of New York Authority, with a word about the Chairmanship of the Water Transportation Subcommittee of this great association of librarians. I hope its recital will cause you to accept, at 100% plus, my assurance that I am, heart and soul, wrapped up in this work, and in the work being done and to be done by the Special Libraries Association. My enthusiasm gets me to my desk at half past seven or eight in the morning, and keeps me there until late hours at night. It leads me to a devoted study of the problems involved, leads me even to impose, I fear, upon those who have joined me on the committee, but if it leads also, eventually, to a realization of our hope—a water transportation catalogue meriting a place in the monumental work planned by the Transportation Committee,—I shall expect the forgiveness of all those to whom my importunities have made me an insufferable pest.

The Necessity for Transportation Libraries

By W. Rodney Long, Chief, Foreign Railways Section, Transportation
Division, Department of Commerce

SPECIAL LIBRARIES devoted to transportation subjects have become necessities to the commercial interests of our country. There is hardly a phase of economic activity which in some manner does not embody transportation. From the selectmen's meetings held in the little brick schoolhouse in some urban village to the Board Room of our largest financial institutions information is demanded on transportation subjects. Small villages desire data on traffic problems which have been solved by the larger cities during the course of their growth. The developer of a community wants to know how best to lay out his home sites to afford adequate means of communication with the nearby city to which he looks for prospective purchasers. The farmer is anxious to learn how his fellow farmer in some other section of the country or a foreign country is solving his transportation problems. The director of a railway is interested in knowing what his fellow railwaymen have accomplished in using motor and aerial transportation in connection with their railways. The steamship owner needs information relative to handling of cargo in foreign ports; the inland waterways developer, data on the foreign operation of inland waterways. These are but a few of the many diversified interests who look to special transportation libraries for their information. Naturally, special libraries are not available in every nook and hamlet in the country and there must be some other means of providing these seekers with information as to how they can get the desired information. There is but one answer to this and that is bibliographies prepared under the auspices of a specialist in each particular field with full reference made to where such publications as may be included in the list can be consulted.

During the last few years we have been engaged primarily in a study of foreign railways and we must say that were it not for the material made avail-

able to us through the courtesy of the Bureau of Railway Economics, which undoubtedly possesses one of the finest collection of railway publications in this country, and the Pan American Union, whose collection of books on Hispanic countries is second to none, that our study would have ended before it actually commenced. We learned several interesting things, however, during this research and one was that there is probably more data available in this country on railways in certain foreign countries than is actually possessed in any one source by the country itself. Our study was undertaken at the request of various industries of the United States to provide them with certain financial and traffic data, as well as right of way characteristics, in order that they might have an opportunity to scrutinize a prospective market before attempting to enter it. This work has practically been completed, but in the meantime other problems have arisen. There is increasing interest in foreign countries regarding the use of motor rail cars.

A short time ago we received an inquiry from our Commercial Attaché in London, England, written on behalf of the High Commissioner of Railways in India, requesting certain data pertaining to railway motor cars. Fortunately we were able to secure from the Library of the Bureau of Railway Economics a bibliography covering all available data on this subject. We forwarded it to London and received a prompt acknowledgment from the High Commissioner to the effect that nothing could have been more suited to his purpose than the bibliography which was sent him.

Similarly we had a communication from our office in Sydney, New South Wales, asking that certain information be forwarded to them for the use of an Australian railway official who was making a study of the Urban Electric Railway problems in his State. Almost

in the same mail we received a "Reference List of Literature on Urban Electric Railways" compiled by the Transportation Committee of this Association under the Chairmanship of Mr. Armistead, Librarian of the Boston Elevated Railway. Whether this was a divine act or not I hesitate to state, but the bibliography was immediately mailed to our foreign office with the suggestion that it be carefully read and that the publications which were desired be so indicated and the list returned. This was certainly a great help to us and our thanks are due to Mr. Armistead in this respect.

We have often felt that the work of the special libraries is not receiving the recognition which it deserves. In our own experience we have many times had occasion to refer an inquirer asking for specific information to a library located in his own city with the statement that the data he desires is contained in some publication on file there. In view of this fact, I would suggest that more publicity be given to the work performed by the various libraries of your Association. Particularly, closer co-operation should be effected with the district and co-operative offices of the Department of Commerce, Chambers of Commerce and business organizations throughout the country. Let them know what you have and the work which you are doing and I am sure you will find that through these outlets your efforts will receive the greater recognition due them. As far as we in the Transportation Division are concerned, our only knowledge of research being undertaken by special libraries is secured through announcements in trade papers. While we are not intimately associated with library work, we do have many occasions to consult them. Recently we were called upon for certain data regarding the possibility of utilizing cableways as a means of transportation between barges on our inland waterways and warehouses which sometimes are located many feet above the river surface. After consulting the various sources of information that we had available, we determined that outside of a little information on file in the Library of the Bureau of Railway Economics there was no data available

anywhere in this country. Incidentally, while undertaking this research we also ascertained that there was no particular library specializing in inland waterways subjects. We learned, however, that Mr. Pellett of the Port Authority Library, New York City, is now engaged in preparing a bibliography of such publications which when available will undoubtedly fill a long felt want in that respect.

There is one phase of transportation work which I believe has been sadly neglected. That is the preparation of a bibliography on Transportation Periodicals. I know of no single source, excluding, of course, Bolton's "Catalogue of Scientific and Technical Periodicals" published in 1897, that furnishes information of this sort. I presume, of course, that supplementary information is available but not in such form as to make it readily accessible. This sort of information is something which business organizations engaged in transportation or in selling to transportation companies finds particularly essential. We oftentimes receive inquiries asking for informations as to possible advertising mediums in foreign countries. In the past we have always handled these inquiries by referring them directly to our field offices, as the information is not available in this country. Believing that you might be interested in the work of the Transportation Division of the Bureau of Foreign and Domestic Commerce, Department of Commerce, I will outline the various activities in which it is engaged. The Division was inaugurated about five years ago to engage primarily in the study of transportation problems throughout the world and during the first year of its existence acquainted itself with the data available in this country on transportation subjects. With the knowledge of what was then available the Division sent out questionnaires to supplement this data, particularly pertaining to transportation subjects which had not been covered by any of the available sources in this country. As a result we now have excellent libraries and files on Railways, Shipping, Aeronautics, Highways and other forms of transportation projects. This material is available to interested parties and we are at all times glad to

place our files at the disposal of any research student. The main library of the Department of Commerce has approximately 150,000 volumes of publications primarily concerning foreign trade. Indirectly many of these publications have some bearing on transportation, particularly if the country owns or operates its transportation systems. The Transportation Division has issued such publications as its series of railway handbooks on Latin American Railways, Inland Water Transportation in the United States, Great Lakes-to-Ocean Waterways and Civil Aeronautics in the United Kingdom, as well as many others. At the present time the Division is divided into six sections, the activities of which are as follows:

The Shipping Section collects and disseminates information on (1) Ocean Shipping, domestic and foreign; bills of lading; charter parties, companies, conferences, conventions, discriminations by foreign governments, finance, freight rates, general average, idle shipping, inventions, legislation, marine insurance, pilotage, seamen, subsidies and other forms of government aid, etc.;

(2) Panama and Suez Canals; facilities, administration, charges, traffic and regulations.

(3) Method of dispatching shipments to foreign countries, routing of shipments and trade terms;

(4) Shipbuilding;

(5) Ship sales, domestic and foreign.

The Shipping Research Section: in collaboration with the United States Shipping Board conducts investigations and special studies of foreign ports, storage of ships cargoes, storage factors, cargo handling, etc. (The foreign series will be similar in scope to the domestic port series prepared and issued jointly by the War Department and Shipping Board.)

The Transportation Field Surveys work is divided into two groups:

(A) First it conducts special studies in transportation, including domestic railway problems, potential traffic studies in waterway problems; studies of domestic and foreign inland waterways and of motor vehicle transportation; aids and assists the Regional Advisory Boards of the American Railway Asso-

ciation in special studies of traffic and transportation; conducts studies of traffic growth, finance, bills of lading, and co-ordination of railway and other forms of transportation. It also makes special domestic transportation studies in connection with shippers and receivers of freight, such as the Florida Transportation Field Survey.

(B) Second it directs investigations and makes special studies in connection with foreign and domestic warehousing, including distribution of products through centrally located warehouses; collaborates with the shippers, warehousemen, brokers and railwaymen in relation to standard contract terms and conditions for the warehouse industry. It collects and disseminates information regarding the basis rate making for warehousing and is now conducting a survey of foreign warehouse distribution facilities for American products in the principal foreign countries.

The Packing Section collects and disseminates information on various types and kinds of shipping containers used in both domestic and foreign shipping by rail, water and truck. The Section is particularly interested in the development of scientific methods of container construction and pilferproof devices as applied to containers. It regularly investigates the latest practices of American exporters in shipping their merchandise overseas and studies the best methods employed by European shippers in both their domestic and export trade and is particularly interested in securing and disseminating detailed information and photographs of new developments in packing for foreign and domestic marketing.

The Communications and Aviation Section provides information on (1) Electrical communications abroad, including international conferences, agreements, legislation, rates, extent of services, new services, etc., concerning cables, wireless, radio broadcasting, telegraphs and telephones; (2) Foreign mails—legislation, rates, services, etc.; (3) Aeronautics—commercial air transportation abroad, special reference to extent of existing service, type of equipment, auxiliary services such as landing field, lighting, signals, meteorological operation, new developments, etc.,

The Foreign Railways Section deals with the economic, financial and physical aspects of rail transportation in foreign countries. It collects and disseminates information on the foreign markets for railway locomotives, rolling stock and equipment, sales and representatives in foreign countries. Special services of foreign rail carriers such as refrigerator cars, reconsignment, cartage, etc., are investigated. It also conducts studies of store door delivery, the use of motor vehicles in connection with foreign rail carriers, types of container cars, grade crossing accidents, extent of electrification and the use of uniform

through export bill of lading in connection with foreign railways.

The Highway work which was formerly carried on in this Division has recently been transferred to the Automotive Division for the sake of closer contact work with the Automotive industry.

In conclusion, I would like to remark that if any of you can spare the time, come and visit us and find out for yourselves the material which we have available. If you find that this is impossible we would be very glad to have you write us regarding any transportation problems in which we can be of assistance.

The Value of Bibliographies

By Eugene R. Woodson, Railway Accounting Officers' Association,
Washington

LIBRARIES are often regarded as non-productive, their budgets scrutinized with unusual care and thoroughness, their expenses subjected to criticism and oft-repeated suggestions for reduction. The result-producing qualities of the library, being intangible, have no yard stick by which to be measured, and are, therefore, questioned all too frequently.

Of course, libraries are expensive, but their existence finds ample justification in the self-evident fact that ignorance costs more than knowledge. The expenses of a library must find warrant in the service which it renders; that is, the degree to which the library serves its purpose. That is where bibliography demonstrates some of its value.

Libraries are storehouses of literary, practical, useful information. Bibliography is the key that unlocks those storehouses and opens the door for their utilization, for visualizing their potentialities.

There are some complaints that could reasonably be made against the word bibliography. Unnecessary length, regarded by our present day standards, and some degree of technical appearance or sound are handicaps to be overcome if there is to be hope or expectation of attaining the popularity which the word

"bibliography" should have. Anyone who brings forward a shorter word or some means of popularizing the term deserves that tribute which librarians could and would confer.

May we pause long enough to complain that bibliography has altogether too many different meanings. It has too many applications. It conveys diverse impressions. It is generic. These are some of the hurdles to be jumped, some of the obstacles to be overcome to make smooth and easy the way of the word "bibliography." Can you not herald the need for a more specific word or for some more specific application of the term "bibliography?"

Too much time and effort may be devoted to exploring the bypaths and the wilderness of literary curiosities. The external appearance of books, or their make-up, or their typographical history may appeal to the idiosyncracies of those who like to delve into the unusual. Bibliographies of that nature undoubtedly serve their purpose, whatever it may be, but they are not the sort of bibliographies under discussion here.

The major bibliographical literature consists of bibliographies on essential subjects. Such a bibliography undertakes to disclose the extent of literature on a particular subject and makes con-

veniently accessible the scattered fragments of book knowledge. Bibliography, thus applied, becomes a guide to the worth while, enduring literature relating to a special subject. A more technical description of books is not sufficient. Bibliography should be informative as to the contents of the books. It is in the nature of lending a helping hand. It is like erecting sign-posts on the highways of literature, indicating the shortest and best route to your destination. If I were permitted to give an illustration, I would refer to the bibliography on American Railway Accounting, compiled by the Library of the Bureau of Railway Economics and published in our book "Railway Accounting Procedure." Thousands of copies of that book have been distributed throughout the world. The bibliography which it contains has stimulated an interest in railway accounting which could hardly be expressed in words. That bibliography represents a definite contribution to the advancement of railway accounting, for in no other way would it have been possible to get the results which have been brought about since its compilation and distribution. Those results have had a very practical and helpful effect here in this country, as well as abroad.

Whether the bibliography is to be chronological according to date of publication; alphabetical by authors' names; alphabetical by first words of titles; arranged by subjects; according to nationalities, languages or dialects; according to places of publication, etc.—this is to be determined by the use to which the bibliography is to be put. There are advantages to all these methods, and some disadvantages must also be recognized, but the arrangement used should be such as to appeal to those who will apply the bibliography.

The business, scientific, professional, or literary man usually is interested or concerned in one subject at a time. (Of course, woman is also included in this use of the word "man," as I am informed that the masculine embraces the feminine, even in language). Let us have bibliographies on one subject at a time. Maybe they won't be complete; maybe they won't be perfect; and maybe they will have to be changed or added to

from time to time, but that should not be the cause of undue solicitude. Even Ivory Soap is only 99-44/100% pure. The user of the library desires the literature on some particular subject. His demand is for quickly and conveniently ascertaining what books are available on the particular subject, and some general idea of the phase of the subject treated by those books. Cataloguing cannot accomplish this, and bibliographies must be depended on for those results. Bibliography, systematically, adequately and sympathetically compiled, is the determining factor for making special libraries more useful, helpful and serviceable.

The Special Libraries Association is primarily a human organization—not a collection of methods, practices or recommendations—for these are merely the outward symbols which embody the views and experiences of the librarians who compose the organization. The Special Libraries Association is the medium through which its members become articulate, and express the finest and best they have ever known or experienced.

Undoubtedly there are few librarians who become members of the Special Libraries Association without finding occasion to correct some errors into which they have unconsciously fallen, and without obtaining a broader view of their profession from a fuller knowledge of its resources, and a clearer sense of its various responsibilities and opportunities. Your association fosters ambitions and engenders high hopes to excel by offering opportunities for communion with those of kindred ambitions and aspirations.

The interchange of ideas and experiences—that is the mechanism by which an association develops its message and assists its members in getting results. Bibliographies represent the consummation, the completion, the destination, the culmination of the interchange of ideas and experiences on special subjects, made tangible and ready for utilization and service; available for all, and not just for the elect few. Bibliographies are the manifestation of Library Literature, made concrete, visible, accessible, usable.

In altogether too many libraries, the books look pathetically down from the

shelves, like aged dogs wondering why no one takes them for a walk. Bibliographies to the rescue! No one can undertake to place a value on bibliographies, for they represent a service beyond any standard to measure.

The future of your efforts in encouraging and promoting the more extensive and intensive compilation of

bibliographies; in popularizing bibliographies; in buttonholing, literally or figuratively, those library users or would-be or should-be users who are now outside the fold and do not realize the significance and usefulness of bibliographies—the future of your efforts in these directions will be the future of the special libraries.

Local Committee's Report

Mr. Dorsey W. Hyde, Jr., chairman of the committee, in submitting the report of the Committee on Local Committee 1928 Convention, noted the formation of the committee, Mr. Hyde, Chairman; Dr. George F. Bowerman, 1st Vice-Chairman; Frederick W. Ashley, 2nd Vice-Chairman; Miles O. Price, 3rd Vice-Chairman; Miss Claribel R. Bartlett; Dr. H. H. B. Meyer; Miss Clara W. Herbert; Miss Mary G. Lacy; Miss Laura A. Thompson; Miss Martha Gericke; Miss Isabel Du Boise; Miss Ruth Todd.

The Hotel Washington was chosen as convention headquarters and voted to prepare a directory of Washington libraries "in celebration of the convention and as a convenience to the delegates." It made other plans for the convention, including meeting places, the use of the Grand Council Chamber of the Chamber of Commerce of the United States and a general plan of entertainment. The committee received invitations from the director of the Bureau of Standards, Dr. George S. Burgess and the director of the Pan American Union, Dr. Leo S. Rowe, to visit their respective institutions. Through the kindness of Mr. Theodore W. Noyes, editor of *The Evening Star*, members of the newspaper group were invited to visit the newspaper plant and be the guests of the *Star* at luncheon. Through the courtesy of Mrs. Merritt O. Chance, president of the Women's City Club, the facilities of that club were offered to the women delegates. A conference with Mr. Everett Sanders, Secretary to President Coolidge, resulted in arrangements for a group photograph on the White House lawn.

Inasmuch as the 21st annual conference of S. L. A. will probably be held in Washington, D. C., in May, 1929, it is most fitting that we reproduce here in condensed form the Report of the Local Committee prepared by Mr. Hyde, and forwarded to President Cady.

Miss Clara W. Herbert of the Arrangements Committee, provided a local information desk at registration headquarters, manned by delegates from the local libraries. Arrangements were made with the Potomac Flight Service for the use of planes on Wednesday morning and with the Washington Coach Company for busses to carry the delegates to and from the flying field and for sight-seeing trips throughout the convention. The local committee was also of invaluable aid in securing and always a member of the local committee was at hand to render assistance.

The District of Columbia Library Association, Mr. Frank W. Ashley, President, worked whole-heartedly for the success of the convention, issued formal announcements to the reception and dance given to the delegates by the Association.

Publicity was a strong feature of the committee's work and we have already noted in another column of this magazine their activities in this respect.

In conclusion the committee stated: "All the costs incident thereto have been borne by the Washington Chamber of Commerce, the District of Columbia Library Association and individual Washington librarians as their contribution to the success of the 20th Annual Convention of the Special Library Association."

It is obvious that mere resolutions of thanks on the part of the Special Libraries Association hardly compensate for the thoughtful kindnesses rendered by the local committee and various members of the District of Columbia Library Association.

Editorial Board

EDITOR, Herbert O. Brigham, State Library, Providence, R. I.

Associate Editors

William Alcott, Boston Globe; D. N. Handy, Insurance Library Association of Boston; M. E. Pellett, Librarian, Port of New York Authority.

Department Editors

Charlotte L. Carmody, Department of Commerce Library, Washington, D. C.
Ethel Cleland, Business Branch, Public Library, Indianapolis, Ind.
Elizabeth O. Cullen, Bureau of Railway Economics, Washington, D. C.
Mary C. Parker, Federal Reserve Bank, New York City.
Rebecca B. Rankin, Municipal Reference Library, New York City.
Margaret Reynolds, First Wisconsin National Bank, Milwaukee, Wis.
A. A. Slobod, General Electric Co., Schenectady, N. Y.

Further Progress

A REVIEW of last year's progress should be a source of gratification and stimulation to every member of the Association. With an established central office, with a fine start on institutional membership, with the value of the Association's output recognized by other prominent associations, there is every reason for a glow of satisfaction and every reason to make a still greater effort in the direction of further progress. When labor is crowned with success there is increased incentive for continuation.

Among the activities which interest and involve the members as a whole are the increase in institutional membership and the building up of the local associations. The former involves two phases, getting present associate memberships transferred to the institutional class and getting new institutional members from companies not now represented in the Association. The upbuilding of the locals is of especial importance in connection with the development into local chapters of those gatherings in cities which have not yet progressed to the point of asking recognition.

There seems to be a tendency in local work to allow the meetings to become standardized and hence a tendency toward sameness which militates against interest. The secretary is working on this problem and hopes to have some suggestions to make to the smaller locals which have had difficulty in arranging for attendance-pulling programs. It

should always be borne in mind that the primary purpose of the local meetings is to provide the opportunity for the members to exchange experiences, to help each other to do more efficient work and to learn from general discussions and papers how to make their libraries more useful to those who maintain them.

In order to make more progress, may I suggest that each member devote a few minutes at least to a consideration of how or in what way he or she can "do their bit" during the coming year to promote further progress in S. L. A., both nationally and locally.

FRANCIS E. CADY,
President.

We congratulate the New York Special Libraries Association for its enterprise in issuing a leaflet entitled "Association News." The initial issue contains the program of the first autumnal meeting, a president's column, amendments to the constitution and news notes of interest to the local association. Contributions for the latter column should be sent to Miss E. B. Wray, U. S. Rubber Co., 1790 Broadway, New York City. "How to Kill an Association," a clever decalet, is reprinted by permission in this issue of SPECIAL LIBRARIES.

* * *

The Weekly List of Selected United States Government Publications is a welcome addition to the librarian's desk. Buy Government Documents should be the special library slogan.

Richard Rogers Bowker recently celebrated his eightieth birthday at his home in the Berkshires. *Publishers' Weekly* for September 8th, gives a short sketch of Mr. Bowker's interesting life accompanied by an excellent photograph.

* * *

A new feature of the annual meeting of the National Association of Manufacturers was a special conference on library and research, held in connection with the sessions at the Waldorf-Astoria Hotel, New York City. Attractive personal cards were sent to a wide group extending a cordial invitation on the part of the Association to attend the sessions. In another column we present the report of this special conference.

American Industries for October in announcing the program for the meeting states: "The research library is ever becoming a more integral part of industry. This year, as something of a novelty to manufacturers, the research phase of business will be given a great deal of study and debate."

The editor of SPECIAL LIBRARIES has always believed that there is a close link between research and special library work and the attitude of the National Association of Manufacturers bears out our contention.

* * *

In order to obtain time for study and novel Miss Eleanor ff. Duncan has resigned the post of managing editor of the library Journal. The editor of SPECIAL LIBRARIES will miss the interesting chats which were a feature of recent annual library conferences.

* * *

The sudden death of William Dawson Johnston, of the Library of Congress on November 18th, comes as a distinct shock to all of his fellow-librarians. Dr.

Johnston was a speaker at the Washington conference on May 23rd, and afterwards the editor had the pleasure of conferring with him many times at the West Baden convention of the A. L. A.

A specialist in history, he has also been a keen student of bibliography and library science and the work that he was doing in the special collections for the Library of Congress was in itself an undertaking of great importance. Dr. Johnston had promised us a series of articles which would have appeared in future issues of SPECIAL LIBRARIES. His death is a serious loss to the library profession.

* * *

In another column we announce the Business Library Round Table in connection with the midwinter meetings of the A. L. A. at Chicago. The Executive Board of the S. L. A. at its last meeting discussed the value of holding Special Library round tables in connection with meetings of the A. L. A. when the Special Libraries Association holds its annual conference entirely separate from the A. L. A. This action would be subject, of course, to the approval of the proper committee of the A. L. A.

* * *

As the magazine goes through the press, word comes that the annual conference of the American Library Association will be held at Washington during the week beginning May 13th.

While the Executive Board of the S. L. A. has not taken formal action regarding Washington meeting, it was the intention of the Board to plan its next meeting in connection with the A. L. A. so doubtless the association will again visit the national capital for its 21st annual conference.

Executive Board

President—Francis E. Cady, Research Laboratory, Nela Park, Cleveland, Ohio.
 1st Vice-President—Ethel Cleland, Business Branch, Indianapolis Public Library.
 2nd Vice-President—Angus Fletcher, British Library of Information, New York.
 Secretary—Rose L. Vornelker, Public Library, Cleveland, Ohio
 Treasurer—Elizabeth Baxter, Haskins & Sells, New York, N. Y.
 Board Members—Joseph Kwapił, Public Ledger, Philadelphia, Pa.; Elizabeth O. Cullen, Bureau of Railway Economics, Washington, D. C.

Chicago Round Table

The Special Libraries Association will have a Business Library Round Table in connection with the midwinter meetings of the A. L. A. The Round Table will be held at the Hotel Drake at 2:30 P. M., on Friday, December 28th. Men of prominence will address the group, among them Emery T. Filbey, Dean of the School of Business Administration, University of Chicago. It is also expected that Mr. Quinn Ryan, radio announcer of the *Chicago Tribune* (WGN) will speak. More complete details will be given later.

Miss Carrie M. Jones, National Association of Real Estate Boards, 310 S. Michigan Avenue, Chicago, is chairman of the committee on arrangements. Other members of the committee are: Miss Mildred A. Burke, Chicago Tribune Library, Mr. Oscar E. Norman, Peoples Gas, Light & Coke Company, Mrs. Jennie Lee Schram, Illinois Chamber of Commerce, Miss Marion J. Reynolds, Swift & Co.

Library Exhibit.

A model business library was on display at the Annual Convention of the National Association of Manufacturers, held in New York City, October 22-24, 1928. This exhibit was general in scope since it was impossible to present a typical manufacturing library due to the varied manufacturing industries represented. Books and magazines covering manufacturing in general, advertising, salesmanship, factory management, finance, business conditions, accountancy, economics, etc., were on display as were also the well-known business and financial services, manuals, and directories. Posters, library bulletins, and slides, called attention to the value of company libraries.

The Chairman of the Committee on Exhibits of the Special Libraries Association, Miss Alma C. Mitchell, Librarian, Public Service Corporation of New Jersey, assisted by Miss Elizabeth B. Wray, Librarian, U. S. Rubber Company, New York, were in charge of the library exhibit.

Gas Association Issues First Aid on Library

At the annual convention at Atlantic City, October 8-12, 1928, the American Gas Association, through a Committee on the Education of Gas Company Employees, presented a sub-committee report on the Gas Company Library. The Chairman of this sub-committee is Mr. O. E. Norman, Librarian of the Peoples' Gas and Coke Association of Chicago.

This report proposes to stimulate the establishment of a Gas Company Library and to serve as a first aid in its development. Grouped in three main headings this report is filled with valuable suggestions.

Part I, "Is a Library necessary?" was based on the truism that "A man's judgment is no better than his information."

Part II, "How to build up an Employee's Information Service," developed that the purpose to which a library is directed may be business or company, education and training of employees, their recreation, or a combination of these.

Furthermore, Purpose determines for each collection the Personnel, Name, Location, Control, Material, Users, and Publicity Methods.

In developing a service valuable help can be obtained from local libraries, the Special Libraries Association, and the American Library Association.

Part III, "Some Practical Suggestions" were to start and develop slowly along useful lines. The cost will depend again upon the purpose—

Business Building, Employees Development, and Employee Morale—and can be made as low and high as desired.

Equipment need not be elaborate. Lumber and colored paint can make a reading or reference room attractive.

Cultural material is justified by the report of the Carnegie Foundation for the Advancement of Teaching wherein 1,500 successful engineers gave the essentials of Success to be: character, 41%, judgment 17.5%, efficiency 14.5%, *understanding of men* 14.0%. Sub-total of Non-Technical Qualities 87%.

Knowledge of fundamentals of engineering science 7.0%, technique and current practice 6.0%. Sub-total of Technical Qualities 13%.

If the essentials of success for an engineer are for Technical Qualities only 13% against 87% for Character Qualities, the same holds good more so in other fields, and employees should strive to perfect themselves according to these findings. To that end Reading Courses should be valuable.—The Haldeman-Julius five cent classics, book clubs, and the A. L. A. Courses in Reading with a Purpose. Credit for such reading has proved an incentive for some companies.

Gas companies were advised to write to the national library associations, the American Gas Association headquarters, and to public utilities companies that maintain libraries.

The Report is illustrated with cuts showing the interiors of five leading utility libraries.

National Association of Manufacturers

For the first time in its history the National Association of Manufacturers, on October 23, 1928, devoted a session, in its thirty-third annual meeting, to the aid that libraries and research departments are giving to industry.

One of the most important questions taken up was "The Relation of Economic Research to Industrial Growth in America," which was discussed by Mr. Carl Snyder, General Statistician of the Federal Reserve Bank of New York, in an exceedingly interesting address illustrated by charts.

Ten-minute talks were given on the following topics: "What Can a Library Accomplish for a Company?" ably answered by Mr. Mirl E. Pellett, Librarian and Assistant Secretary of the Port of New York Authority; "How Can a Library Increase Public Appreciation of the Good In Industry," discussed by Mrs. Hester A. Wetmore, Librarian, H. L. Doherty & Co., New York; and "Libraries From the Dollars and Cents Valuepoint," presented by Mr. H. V. Coes, Engineer, of Ford, Bacon & Davis, Inc., New York.

Round Table Discussions on "Adult Education of the Illiterate in the Factory" and on "Co-operation Between Company Libraries and University Libraries," were conducted by Mr. M. E. Pellett.

This conference, organized and conducted by Mrs. Agnes S. Perkins, Librarian and Research Secretary of the National Association of Manufacturers, was a phenomenal success. An attendance of 227, representing many states, comprised for the greater part librarians. Nevertheless, about twenty per cent of the audience were non-librarians, which is not a bad showing for a first undertaking of this kind.

The Proceedings of the annual meeting of the National Association of Manufacturers will contain the addresses and discussions. In answer to special requests, reprints with the charts will be prepared separately for distribution.

The value of this joint meeting of librarians with manufacturers was two-fold, for not only was it of benefit to the manufacturers, but it set an example for other institutions to follow. This dual importance was the cause of comment by Miss Rebecca B. Rankin, Librarian of the Municipal Reference Library, New York City, who called attention to this feature in a short address at the close of the conference.

Illinois Chapter

The first meeting of the 1928-29 season of the Illinois Chapter of the Special Libraries Association was held on Wednesday evening, October 24, in the assembly hall of the Union Central Life Insurance Company on the 23rd floor of the Bankers Building at 105 West Adams Street, Chicago.

Miss Ada L. Bush, in charge of the Special Inquiry Section of the Domestic Commerce Division, U. S. Bureau of Foreign and Domestic Commerce, gave an interesting talk on "The Scope of the Work of Special Inquiry Section." The work of this important section of the Department of Commerce, of which President-elect of the United States, Hon. Herbert Hoover, was the head for the past eight years, was described in a manner which only special librarians can appreciate as they are handling special inquiries practically all the time. According to Miss Bush, service is the keynote of the Section of which she is in charge, just as service is the commodity which the special librarian is endeavoring to sell to the public in an increasing manner day by day. Miss Bush proved a most effective speaker, and her address will long be remembered with great pleasure by those present.

Judging from the turnout of members at this meeting, the year promises to be full of great results. The President announced the appointment of a Program Committee and of a Membership Committee.

Wants and Offers

The Lippincott Library of the University of Pennsylvania wish to obtain the following publications:—U. S. Federal trade commission, Memorandum on unfair competition at the common law; U. S. Industrial commission reports, vols. 1, 6, 11, 14-15; U. S. Commissioner of internal revenue. Annual reports, 1911/12, 1919/20, U. S. Isthmian canal commission, 1905-14. Annual report, 1909/10; U. S. Philippine commission. v. 1. Report to the President, Jan. 31, 1900 to Dec. 20, 1900; U. S. Tariff commission. Tariff information series, no 1-2, 4, 15, 17 and 25; Economist, Jan. 5, 1924 and March 6, 1926; Journal of the American judicature society, v. 2, No. 4, v. 4, No. 1; Manufacturing industries, April, 1925 (Management and administration), July, 1925, Jan. and July, 1926.

The Lippincott Library offers for sale or exchange odd numbers and volumes of periodicals and other publications. List available on application. Apply to Dorothy Bemis, Librarian.

Group Reports

Last month we printed the report of the Newspaper group, submitted at the Washington conference. In this issue we present the remaining Group reports. In every case it is a story of progress.

Commercial-Technical Group 1927-28

The main work of the various committees of the Commercial-Technical Group this year has been securing of new members and compiling of bibliographies. In December, Miss Mitchell, Group Chairman, received a letter from Miss Humble, Executive Secretary of the National Association of Book Publishers, asking for lists of books suitable for starting commercial and industrial libraries in plants which were interested in installing special libraries. This interest had been aroused in these companies through a letter sent them by the National Association of Book Publishers suggesting that such libraries be established within their organizations. Many of the committees within the Commercial-Technical Group have added the compilation of such lists to their other committee work.

The following is a brief resumé of the activities of the group committees:

Advertising and Marketing:—Working on an increased membership program. Miss Alexander, the Chairman, is in contact with the International Advertising Association which is undertaking a five years' research program and hopes that Special Libraries Association will be represented on this program. Miss Alexander has also sent in a list comprising what she considers the cream of advertising books.

Chemistry and Physics:—Miss Garvin and her committee have circulated among the members "exchange of wanted material and subscription lists" the latter having proved very useful since many libraries in the group are not covered by Wilson's new index. Miss Garvin has brought up for consideration a question which although applying particularly to the Commercial-Technical Group yet is pertinent to every member of the Association, that of "needed books." By this term she means subjects for which there is a demand but on which there seems to be either very little or nothing written. As examples she mentions the lack of a satisfactory technical Italian-English dictionary and the need for a better German-English dictionary than those at present on the market. Good

monographs on oils, fats, and soaps by American authors are also in demand. As a remedy for this lack of material she suggests that encouragement for the preparation of such books might be brought about by librarians through the technical magazines. It seems a good suggestion and one which the Association might do well to consider.

Commercial Research:—This committee which is a new one this year with Mrs. Schram as Chairman, has compiled (1) a mailing list of people in the U. S. interested in commercial research; (2) a little guide for Special Libraries Association members on "Sources of Research" and (3) a list of important publications dealing with commercial research and giving a brief resumé of each which have been published within the last year or two.

Electrical Engineering:—Mrs. Maynard and her committee offers as their contribution this year a very comprehensive bibliography on "Electrical Engineering" which I believe is now ready for distribution. The printing of this publication was sponsored by the Massachusetts Institute of Technology.

English Usage:—Mr. Lee is compiling a general list on English

Illuminating Engineering:—Miss Taylor, Chairman, has sent in a very fine list of books suitable for an Illuminating Engineering Library and is continuing with other members of her committee the compilation of the Illuminating Engineering bibliography.

Industrial Relations:—This committee under Miss Morley as Chairman has divided its activities between the compiling and completing of a bibliography of employe handbooks issued by corporations and material on the methods of compiling such handbooks and co-operating with the Classification Committee in bringing about a better classification and terminology for industrial relations. The Chairman also received from Miss Morley bibliographies on "Industrial Relations" and "Personnel Administration."

Manufacturing:—A new committee under the chairmanship of Mrs. Perkins. Plans are under way for an increase in membership, book lists relative to manufacturing and industrial libraries, and a list of key magazines for the main groups of industries.

Oil:—Mr. Brown and his committee are compiling a union list of serials of oil libraries. A

list of books suitable for an oil library has also been completed.

Public Utilities:—Miss Greenwood, the Chairman, has brought up to date with the help of the members of her committee the "Sources of Information List for Public Utility Libraries." This list it is hoped will be printed and available for distribution before the next convention.

Rubber:—Miss Shearer and her committee have devoted the year to the continued distribution of the Bibliography on Rubber originally issued in 1926. The chief accomplishment, however, is the publishing of the second bibliography on the Technology of Rubber covering the period June, 1926 to December, 1927. This is an 80 page booklet and will appear as Special Libraries Association Information Bulletin, No. 7.

The financial returns from the first Bibliography have been gratifying. The Rubber Committee voted to donate 10% of the publication funds to the Special Libraries Association general funds and \$40 was immediately turned over to the Association.

Transportation:—This committee under the chairmanship of Mr. Armistead is divided into sub-committees representing transportations in its various phases such as steam railroads, street railways, air, motor vehicles and water—and through these sub-committees a comprehensive bibliography on the subject of "Transportation" is in preparation. Parts of this bibliography are already completed and ready for distribution.

This brief summary of the activities of the Commercial-Technical Group will give some idea of the work already accomplished by this group and its plans for the future.

ELIZABETH B. WRAY, *Secretary.*

Financial Group

Miss K. Dorothy Ferguson, Chairman of the Financial Group, submitted an informal report to President Cady in which she emphasized the work of the various sub-Committees. She states:

"The classification committee has done very good work in reviewing the survey of classifications used by financial libraries and which was done in 1923. This survey, I hope will lead to working out a classification which can be recommended as a standard classification for Financial Libraries."

"The bibliographical committee, under Miss Burnett, has revised its list of government releases and I hope will have it ready for the publisher."

"The membership committee has endeavored to interest Stock and Bond Houses."

Those are the outstanding activities.

The Bibliography Committee, Miss Marguerite Burnett, Chairman, felt that its first concern should be the completion and revision of the preliminary list on "Government press releases," which was presented in Mimeographed form at the 1927 meeting of the Financial Group. There has been a continuous demand for the list even in the unfinished form and in addition a request from the publications committee of S. L. A. to submit it for publication in the bibliographical series of the Association. This work has, therefore, occupied the whole attention of the committee for the year.

All the members of the committee were chosen from New York in order to facilitate work on the list. At a meeting held in December, it was decided to send the preliminary list to four or five libraries which were known to have large collections of the mimeographed material, asking them to check our list for additional entries. This was done and the libraries co-operated most willingly in the work.

It was learned that the New York Public Library had the largest collection of these releases in the country, outside the Library of Congress possibly, and it was decided to make up the list for the voluminous publications of the Bureau of Foreign and Domestic Commerce and the Census Bureau from this collection. Quite providentially the Library's arrangement proved to be by bureaus and subdivisions instead of by subject classifications as is the case in most special libraries. This simplified the work of the committee.

It is planned to submit the typewritten copies of each bureau's list to the head of that bureau for checking, and if this is done it will probably not be possible to have the list ready to present to the meeting, at the convention. This is regrettable, but as our aim is absolute accuracy and the list if printed will have to bear close scrutiny, we think the delay is justifiable.

Civil Service Examination

The United States Civil Service Commission announces an examination for Associate Librarian to fill a vacancy in the U. S. Naval Observatory, Naval Department, also a vacancy in the Bureau of Education, Interior Department. The minimum salary is \$3,200 a year. Applications must be on file with the commission in Washington not later than December 12th. Competitors will not be required to report for examination at any place. For these vacancies men are desired.

Group Meetings

Financial Group

The membership committee of the Financial Group, Miss Florence Wagner, Chairman, has been particularly active this year. It was felt that there were many excellent financial houses which had not joined simply because they were not familiar with the existence and aims of the Association. Consequently, our efforts were extended to remedy this situation to the mutual advantage of all concerned.

In order to reach all parts of the United States, a regional committee was formed which was composed of the following members: Josephine Curry of Redmond & Company, New York City; Marion G. Eaton, Federal Reserve Bank of Boston; Laura Jane Gage, Central Trust Company of Chicago; and Margaret Reynolds, First Wisconsin National Bank, Milwaukee, Wisconsin. We were unfortunate in being unable to secure a member to cover the Pacific Coast.

A personal letter, outlining the history and purpose of our organization was sent to all prospective members. Personal contacts were made wherever it was possible and with gratifying results. At the conclusion of our year's activities, we are pleased to report that there have been 5 institutional memberships, 14 individual memberships, and 7 associated memberships added to financial group this year.

The first meeting of the Financial Group of the Special Libraries Association was called to order by the chairman, Miss Dorothy Ferguson of the Bank of Italy, San Francisco, Cal., Tuesday afternoon, May 22, 1928, at 2 P. M.

In the absence of Mr. Robert L. Smitley of the Dixie Book Shop, his paper on "Important Foreign Financial Literature" was read by Miss Ferguson. A list of the titles referred to in Mr. Smitley's paper was distributed.

In this paper a suggestion was made that a committee be appointed to gather information regarding these foreign publications and that this committee be a clearing house for those members wishing this type of information.

A discussion followed with many commenting upon the usefulness of such a piece of work. No action was taken at this time. Miss Curry mentioned the new "International Finance Source Book" issued by the Investment Bankers Association as a useful bibliography listing sources of information in the finances and economics of European and other foreign countries.

Miss Mary Hayes, librarian of the National City Financial Library then read a paper on "Publications of Foreign Governments and Foreign Corporate Organizations available for Financial Libraries." A mimeographed list was given out which Miss Hayes followed in her talk.

Miss Marguerite Burnett, chairman of the Bibliography Committee, next reported that her committee felt that its first concern should be the completion and revision of the preliminary list on "Government press releases" which was presented in mimeographed form at the 1927 meeting of the Financial Group. This work has occupied the whole attention of the committee for the year. The publications committee of S. L. A. has requested that this list be submitted for publication in the bibliographical series of the Association. Therefore since the completed list will have to bear close scrutiny, it seemed wise not to hurry it even though it could not be presented at this convention.

Miss Alta B. Clafin of the Federal Reserve Bank of Cleveland, then distributed a list of "Important Financial Books and Pamphlets published in the United States, June, 1927-May, 1928" (exclusive of annuals and other serials). She said it was not a recommended list but rather a list of financial publications which had appeared during the year. She then commented upon some of the titles and asked Miss Ethel Baxter and others to discuss other titles. A general discussion followed after which the meeting adjourned at 4:00 P. M.

The second meeting of the Financial Group was held on Wednesday afternoon, May 23, 1928, at two o'clock.

Miss Elsie Rackstraw, librarian of the Federal Reserve Board, Washington, D. C., was the first speaker on the program, speaking on "Washington aids for Financial Librarians." She passed out a list of such aids and discussed the various types of material obtainable on request, limited distribution and not obtainable without cost, giving prices of the latter titles.

The Membership Committee, with Miss Florence Wagner of the *Wall Street Journal*, Chairman, then reported that her committee were happy to report that there had been added to the Special Libraries Association and the Financial Group, 5 institutional memberships, 14 individual memberships and 7 associate memberships.

In the absence of Miss Margaret Reynolds, chairman of the Publicity Committee, her report was read by the secretary. She reported

that ten notices had been sent out during the year to sixteen financial journals covering the work of the Financial Group and the program for this convention. The members, having read these notices from time to time in the magazines appreciate the good work of this committee. Motion was made that the secretary write Miss Reynolds expressing regret that she was unable to attend the convention and the hope for her speedy recovery.

Miss Ruth Nichols, librarian of the Federal Reserve Bank of Chicago, Illinois, then read the report of the Classification Committee. This report was received with much interest, both by members of the group and others who had come in to hear it. Among this group were Miss Louise Keller, Mr. W. P. Cutter and Miss Dorcas Fellows. Discussion followed, Miss Nichols calling upon Miss Burnett who discussed the "Author arrangement", Miss Hayes, "The Cutter adapted to their needs", Miss Fellows of the *Dewey Revision*, asking for co-operation between all business libraries and her organization. Mr. Cutter of the Baker Library discussed the progress which had been made in developing his classification for the use of the Baker Library. He said that he is working on classification, catalog rules and subject headings, the latter having been well worked out. Miss Keller suggested that a simplified report be written to give a beginning business librarian or a business man. Also, that an issue of SPECIAL LIBRARIES be devoted to classification. Miss Rankin volunteered to carry this suggestion to the board.

Upon motion a vote of thanks was given Miss Nichols for her splendid work and that of her committee.

The following recommendations were made for the incoming committee:—

That a committee be appointed to consider Mr. Smitley's suggestion of a central bureau for foreign publications.

The advisability of a committee being appointed to send out a mimeographed sheet once a month giving new publications and any ideas useful to a financial librarian.

That a committee be appointed to consider the desirability of having an exhibit at the American Bankers' Convention with Miss Baxter as chairman.

The following is a report of the nominating committee:

Chairman, Alta B. Claffin, Cleveland; Vice-Chairman, Mary Cox, New York; Secretary, Lydia Jacobus, Richmond, Va. Miss Claffin, the new chairman, then took the chair and

after suggesting that a vote of thanks be extended to Miss Ferguson, dismissed the meeting.

Insurance Group

Two meetings of the Insurance Group were held during the convention, on Monday, May 21, and Tuesday, May 22.

Sixteen were present at these sessions. Mr. Handy, presided.

Emily C. Coates, Librarian of the Travelers Insurance Company, was elected temporary secretary to serve during the group meetings and until a permanent secretary could be appointed.

Mr. Rollin M. Clark, Assistant Manager, Insurance Department, United States Chamber of Commerce, addressed the group on Monday, giving a most instructive talk on "The Work of the United States Chamber of Commerce in the Field of Information Getting and Using." The United States Chamber of Commerce was organized in 1912 and their building was completed in 1926. There are four main functions of the Chamber: Promotional, Research, Service, and Administrative. The first function, the promotional end, is the creating of public thought and public opinion. The second, research, consists of preparing arguments, especially showing the negative side, and keeping in touch with what goes on in Washington. The third branch, the service end, consists of publishing bulletins. There are nine different departments in this section. The fourth branch is the administrative. The functions of the Insurance Department are: first, to bring the insurer and the insured closer together, to give the business man a better understanding of insurance; second, to bring insurance as a business into closer touch with other business; third, conservation of life and property, covering fire, health and accident prevention. There are two ways in which the department works to give the insurer a better understanding of insurance: through the policyholders service, issuing of bulletins; through legislation. The United States Chamber of Commerce acts through the local chambers. There are 16,000 member organizations and 800,000 business members.

Mr. Handy, Chairman of the Insurance Group, reported on the Indexing of Life Insurance Periodicals, saying that the proposition of printing an index was to be presented to the Directors of the Life Insurance Sales Research Bureau at their meeting in June.

It was suggested that the Insurance Group prepare a pamphlet on "How to Proceed in Forming an Insurance Library." Also, that the issuing of an Insurance Number of SPECIAL LIBRARIES covering current subjects be made an annual affair.

It was thought that the librarians might do more creative work by suggesting topics to the insurance periodicals.

Miss Mildred B. Pressman, Librarian of the National Bureau of Casualty and Surety Underwriters, gave a detailed report on "Sources of Casualty Information," this being a continuation of a report given last year.

The Tuesday afternoon session was devoted to informal discussions. Miss Edith H. Sillence, Librarian, Association of Life Insurance Presidents, led the first discussion. Her subject was "The Routing of Pamphlets, Magazines, Correspondence, etc." Several suggestions were given as to the best way of routing material so that it would not be lost and could be located in a short time. The Switch Board Operator was to send notice when any of the members were absent. Everything was to be returned to the library before going on to the next person. All the mail was to be handled by one person who was to route it and charge it to the different individuals. A good suggestion of speeding material along was to put the time when received and time when it left on the routing slip.

The next discussion was led by Mrs. Grace Bevan, Librarian of the Phoenix Mutual Life Insurance Company. Her subject was "The Circulation of Books and Magazines and How to Inform People About New Books." Mrs. Bevan's chief problem was the collecting of overdue books. She sends out three overdue notices, a week apart, and then a letter telling the person that if the book is not returned by a certain date, she will infer that he wishes to pay for the book. Several good suggestions were made by Miss Bradley of possible ways of avoiding the formal overdue notice: asking if the book is of sufficient importance to the borrower for him to recommend the purchase of a duplicate copy; what excuse to make to others who are waiting for the overdue book, a personal letter instead of a formal one; overdues are an expense, the fine is charged to cover this notice, if not finished with the book, would he give some idea when he would be. A telephone call or a messenger sent were found effective ways of collecting overdues. To avoid losing books when employees leave, if the personnel manager or office supervisor would send

the names of these leaving to the librarian, it will be a great help.

The next discussion, "Selling the Library to an Executive," was led by Miss Helen Hertell of the Connecticut General Life Insurance Company. The use of bulletin boards, page in employees' magazines, reviews of new books, annotated lists of new material, were recommended as helps. The Metropolitan Life Insurance Company has a novel way of reaching new people, by sending pads of information request blanks to men not accustomed to using the library, also, pads of reserve cards.

Mrs. Alice F. Fitzgerald of the National Life Insurance Company read a paper entitled "New Books of Special Interest to the Life Insurance Librarian." In this paper, she gave very constructive criticisms of recent books on life insurance, dwelling, principally, on life insurance trusts.

"To What Extent are Insurance Libraries Collecting Material on Aviation and Similar New Branches of Insurance" and "What Are Their Sources of Information" were the topics discussed by Miss Grace Stephens of the Retail Credit Company. Some sources for collecting material on aviation insurance as given were: The Chamber of Commerce of New York; Domestic Air News, a publication of the Aeronautics Branch of the Department of Commerce.

Miss Edith M. Flagg, chairman, Insurance Group, New York Special Libraries Association, gave a detailed report on "To What Extent is Insurance Material now Available for Students Outside the Business of Insurance?"

Miss Pyrrha B. Sheffield, Librarian, Insurance Library of Chicago, was elected chairman of the Insurance Group and Mrs. Alice F. Fitzgerald, Secretary.

National Museum Bulletin

The editor has an inquiry regarding the U. S. National Museum Bulletin, No. 103, Contributions to the geology and paleontology of certain areas in Central America and the West Indies, 1919. We shall be glad to obtain a copy of this publication if available.

Hartford Business Branch

Truman Temple, Librarian of the Hartford Public Library, has recently established a Business Branch in the center of the commercial section. Miss Mildred B. Potter has been placed in charge of the new Branch.

We Do This

Margaret Reynolds, Department Editor

The editor owes the head of this department and our readers apologies for failure to print WE DO THIS in an earlier number. For many months the material has been standing in type, waiting for a place in the magazine. Miss Reynolds has asked the editor to remind librarians that during these many months alert minds have devised new methods of doing things and the readers of *Special Libraries* should be told about them. Please send items of interest to Miss Reynolds at the First Wisconsin National Bank at Milwaukee.

REQUESTS BY MAIL—We have no loan collection of books or photographs but are glad to answer requests by mail when people cannot come to the library. Ethelwyn Manning, Librarian, Frick Art Reference Library, New York.

APPOINTMENTS BY LETTER—Our reference room is open to the public from ten to four, Mondays to Fridays; ten to twelve on Saturdays. A first appointment by telephone or letter is requested. Ethelwyn Manning, Librarian, Frick Art Reference Library, New York.

CLASSIFICATION—We use the Library of Congress classification in the arrangement of our books; an arbitrary numerical arrangement of our pamphlets and our periodicals and documents are kept in two alphabetical files. These library principles are rather strictly adhered to but otherwise our plan is to adjust the library and ourselves to the needs of the scientific staff. Zeliaette Troy, Librarian. Boyce Thompson Institute for Plant Research. Yonkers.

BOOKS AS EXAMPLES OF PRINTING—As it is largely for the members of the Club, who are all book collectors or book men in one way or another, our methods of course are adapted to their needs, the principal "kink" that I think of just now being the fact that a book, which is not a reference work about books, is usually included here as an example of printing, binding, or illustration, etc., and is so catalogued, the main entry being under the printer, binder, illustrator, sometimes publisher—the subject cards accordingly, as

"Milwaukee. Typography. Examples. 20th Century."

"Book Bindings. France. 16th Century," etc.

Ruth S. Granniss, Librarian. Grolier Club New York.

PAMPHLET COLLECTION—Our pamphlet collection numbers over eight thousand titles. The greater number are separates or reprints, and our catalogue cards for these bear a note giving the title, volume, number and date of the periodical or serial in which the article originally appeared. The reason for the note, of course, is obvious. 1. If the reprint is out in circulation we can turn to the original source. 2. If another institution wishes to borrow this article, we can loan the periodical if the reprint is in use. 3. If the pamphlet is lost the note on the catalogue cards gives us information where the research worker may find his material, even if we have to borrow the periodical from another institution. For, of course, we do not have all the titles from which these separates have been reprinted, though our current periodical list numbers over 870. The pamphlets are stapled into Gaylord Press-board binders, which have the library bookplate embossed on one side, author and title are printed on the cover, and pamphlets are shelved alphabetically. Ray Simpson, Librarian, Brooklyn Botanic Garden, Brooklyn.

CURRENT PUBLICATIONS—The current publications received which do not belong in the current periodical table, or current agricultural shelves, or recent accession book shelves, are placed in a box for about a week, so that the staff may have the opportunity of looking over the recent material. No publications currently received are placed on the permanent shelves before the staff has had time in which to look them over. The librarian has a ready reference file at her desk, which was begun twelve years ago and which is useful in answering questions covering a wide field—which plant is used in the manufacture of chewing gum; a plan of a Japanese garden for stage scenery; is jewel weed a cure for ivy poisoning, etc. The library also has a file of commercial seed catalogues, of American and foreign firms. This file has a subject catalogue, so that

we may readily give information as to which firms specialize in alpine or rock plants; native wild flowers; bulbs; western plants; cacti; or perhaps some individual flower, such as the iris or the rose. Ray Simpson, Librarian, Brooklyn Botanic Garden, Brooklyn.

CARD FILE — POSSIBILITIES — Many books are published, which we cannot tell at first whether to buy. We do not keep these as "unfinished business," but assign them immediately to a card file which for lack of a better name we call "Possibilities." As reviews appear or other information comes to hand, notes are made on the cards. This information sometimes definitely points out why a book is not a desirable buy for this library. It also answers inquiries about material which may or may not later be acquired. When more mature judgment dictates purchase the card is transferred to the orders file. On the other hand occasional weeding keeps out the book which several years' experience has proved not likely to be wanted. The main point is that while this file is always "current" its items are not coming up again and again to seek definite decision. Howard L. Stebbins, Librarian, Social Law Library, Court House, Boston.

CARD FILE — ARTICLES — It occurred to me that you might be interested in a

card file we are keeping which represents the important articles and an occasional special book, winnowed from our reading list of over eighty periodicals, mostly foreign, by which we attempt to keep up-to-date in the field of economics and finance. The file is a subject catalogue, that is, under the name of the country the cards are filed under subject. In a few cases, such as "Reparations," "Gold Standard" or "National Wealth and Income," the subject leads and the country becomes a subdivision. Incidentally the file has become an interesting and, because of its size, harmless place in which to experiment with new subject headings such as "Cartels," "Valorization," etc., which are not sufficiently established to have become part of the Library of Congress classification, but which are important questions of the day, and are asked for under those subjects. This file and a memorandum file of the various official series of documents included in the collection, together with material which is scattered beyond the bounds of the foreign public finance section in the Library. In keeping these files we make an effort to acquaint the users of the collection with the sources from which the material is drawn and to bring new periodicals, or new research tools to their notice. Laura Turnbull, Librarian, Benjamin Strong Collection of Foreign Public Finance, Princeton University Library, Princeton.

How to Kill an Association

1. Don't come to the meetings, especially if the weather doesn't suit you; and if you come, come late.
2. Never accept an office, as it is easier to criticize than to do things. Nevertheless, get sore if you are not appointed on a committee, but if you are, do not attend committee meetings.
3. If asked by the chairman to give your opinion regarding some important matter, tell him you have nothing to say. After the meeting tell every one how things ought to be done.
4. Do nothing more than is absolutely necessary; but when other members roll up their sleeves and willingly, unselfishly use their ability to help matters along, howl that the association is run by a clique.
5. Don't tell the association how it can help you; but if it doesn't help you, resign.
6. Agree with everything said at the meeting and disagree with it outside.
7. Tell every one that the NEWS is a waste of money and ink and dull reading besides, but if you hear anything of interest to the members, keep it to yourself.
8. Wait till after the time limit to send for your dinner reservation, or better yet, take a chance and come without—"one extra won't make any difference." (They all think that.)
9. Don't bother about getting new members. Let the secretary do it.
10. Hold back your dues as long as possible, or don't pay at all.

(Association News New York Special Libraries Association.)

Associations

As we go to press, several associations are planning their November meetings. A tip to secretaries or chairmen of News committees—Please send copy promptly.

New York has a little magazine of its own, ask Miss L. Elsa Loeber, Chamber of Commerce of State of New York, for a copy.

Boston

The Special Libraries Association of Boston held its regular monthly meeting, Monday evening, October 29th, in Langdell Hall, Harvard Law School, Cambridge, Mass. The speakers were Prof. Joseph Henry Beale, Professor of Law, and Prof. Eldon R. James, Librarian of the Harvard Law School.

Prof. Beale spoke more particularly of the early beginnings of the Law Library and how it had made its first acquisitions, in one case the sum of \$20,000 being borrowed from the alumni to acquire a valuable English collection. Prof. James emphasized the present importance of the Library, which has the most complete collection of juristic literature in the world, and is constantly adding to the volumes on its shelves. After the meeting had adjourned the librarians were taken through the stacks and into the room where the rarest of the Library's treasures are kept, some of these being manuscripts nearly 600 years old.

New York

The New York Special Libraries Association held its October meeting on the twenty-ninth, at the Wellesley Club Rooms in the Hotel Barbizon. President Ruth Savord was in the chair and there were 136 members and guests present.

Dr. Keppel of the Rockefeller Foundation told something of his impressions gained during his recent survey of South Africa. As a result of the survey Mr. Ferguson of California and Mr. Pitt of Glasgow, have been sent to spend a year in South Africa to act as advisors in library problems there.

Miss Ruth Granniss of the Grolier Library, told about her work and the main features of her Library.

The changes in the By-Laws, as presented to the members in the printed pages of the *News*, were voted on and the motion made, seconded and accepted to adopt the changes.

Other business was postponed to a later date.

Philadelphia

On November 2, the Special Libraries Council of Philadelphia, was given an opportunity to hear Mr. Howard Strong, of the Regional Planning Federation tell about the problems of and plans for the Philadelphia region. The Federation is attempting to stem the further "just growing up" of the city.

We were shown various maps and slides indicating the trends of population, suburban growth, industrial growth; the need for development of circumfrential or by-pass highways, and the possibilities of park development in the Philadelphia region. There are 357 independent administrative units outside of our city whose political borders must be forgotten when we consider such problems as sewage disposal, water supply, and transportation, all of which affect the large center of population as well as the outlying community. At the present time the Federation is co-operating with the U. S. Geodetic Survey in revising the map of the Philadelphia region. This work is being checked by means of sectional aeroplane maps.

A tour of inspection of the Federation's offices followed Mr. Strong's informative talk.

Pittsburgh

Pittsburgh Special Libraries Association held the first meeting of the year at the Plaza Restaurant on Thursday evening, October 25, 1928. There were 15 members present.

Reports were made on the Special Libraries Association Conference in Washington, the American Medical Association Conference in New York, the American Bankers Association meeting in Philadelphia, the National Association of Manufacturers Conference in New York, and the Pennsylvania State Library Association Conference in Uniontown.

The resignation of Miss Helen Thompson was read, and the appointment of Miss Mary M. Lynch to fill this vacancy on the Executive Committee announced.

Coming Events

December 28, 1928. S. L. A. Round Table at A. L. A. Mid-winter meetings, Hotel Drake, Chicago, Ill.

May 14, 1929. S. L. A. meetings, Washington. (Exact date subject to revision.)

Personal Notes

Mary C. Parker, Department Editor

Mrs. Helen Graham is now librarian of the Hospital Library and Service Bureau of the American Conference on Hospital Service, Chicago.

Miss Ruth Taylor has been appointed assistant librarian of the Security Trust and Savings Bank at Los Angeles.

Miss Eleanor Rogers has been appointed an assistant in the Museum Library at Los Angeles.

Mr. Baker of the American Steamship Owners Association has become an active member of the Water Transportation Subcommittee.

Miss Elizabeth Halderman, formerly of the Columbia University Library, is now cataloger at the Missionary Research Library, New York City.

Miss Florence Lester, formerly assistant in University of Georgia Library, is now on the staff of the Columbia University Library.

Miss Margaret Fife, librarian of the Flagler Memorial Library, Miami, Florida, has accepted a position as reference librarian in the Frick Art Reference Library, New York City.

Miss Margaret Baldwin, a recent graduate of New Jersey College for Women library class has become an assistant in the Library of the American Bankers Association.

Miss Isabel Cubberley of New Jersey College is doing substitute work in the Municipal Reference Library, New York City.

Robert W. G. Vail, formerly librarian of the Roosevelt Memorial Library in New York City, has joined the staff of the New York Public Library.

Mrs. A. B. Lawrence has accepted a position as librarian of the Dental College of New York University at Washington Square.

Miss Elizabeth R. Tepper is employed as an assistant in the library of the Joint Committee of the National Utility Association, under Miss De Vinne, the librarian.

Miss Margaret Reynolds, librarian of the First Wisconsin National Bank, has returned to her work after a rest of several months in California.

Miss Freida Jones has resigned from her position as Librarian of the Fairchild Publications.

Mr. Guy Keeling, secretary of the Association of Special Libraries and Information Bureaux, resigned to become executive secretary of the older organization, The Library Association. Mr. S. S. Bullock succeeds Mr. Keeling as secretary of A. S. L. I. B., the address of which is now 26 Bedford Street, London, W. C. 1, England.

Miss Marian Mead has been appointed librarian of the New York University Graduate School for Business Administration, 90 Trinity Place, in place of Miss Johnstone, resigned, who is now librarian of the American Institute of Accountancy.

Mrs. Nancy Vaughan, formerly active among the special librarians of New York, and recently just as active a member of the Southern California Special Libraries Association while principal of the science and industry department of the Los Angeles Public Library, has returned to New York City, where she has accepted a position in the Reference Department of the New York Public Library. We hope she will maintain her interest in special libraries.

Miss Alice Jewett, formerly with the New York Public Library and recently librarian of the Larchmont Public Library, has returned to the New York Public Library as first assistant in the Economics Division. The special librarians of New York are glad to have an old friend there in Miss Eunice Miller's place to answer their many requests.

Miss Bertha L. Gunterman, editor of the Children's Department for Longmans, Green & Co., states the *Publishers' Weekly*, is at present abroad consulting with European authors about books which her firm plans to publish in translation. The brief note in *Publishers' Weekly* for October 20th is accompanied by a photograph.

Miss Winifred Knapp, formerly head cataloger of Indiana University Library, is now connected with the Harvard Graduate School of Business Administration.

Events and Publications

Rebecca B. Rankin, Department Editor

During the month of October the library of the New York Academy of Medicine exhibited books on old age and diseases of old age.

Edexo Graphics Age is the title of a little leaflet issued by the Educational Exhibition Company at Providence. Mr. Swarts, the owner, specializes on graphic novelties.

Miss K. Dorothy Ferguson of the Bank of Italy Library, has prepared a 1928 Supplement to the Reading List on the McFadden Bill and the Branch Banking Question.

Miss E. Ruth Jones, Librarian of the Security Trust and Savings Bank of Los Angeles, in the *Bankers Magazine* for September, 1928, writes on business libraries under the title "The 'What For' of the Business Reference Library."

Charles E. Babcock, Librarian of the Columbus Memorial Library, Pan American Union, in a recent issue of the Bulletin of the Union, describes the Mexican participation in American Library Association work. The article is accompanied by a photograph depicting the visit of the Mexican library delegation to the Pan American Union.

The Tanners and Leather Goods Industries have formed a Joint Committee with headquarters at 41 Park Row, New York City.

This committee has recently issued a Dictionary of Leather Terminology, which in small compass contains a vast amount of useful data.

Miss Margaret Reynolds, Librarian of the First Wisconsin National Bank, at the Milwaukee meeting of the Wisconsin Library Association, October 10-12, discussed the Better Business Books of 1928. She also distributed a little leaflet containing the titles of thirteen leaders among the business books of the year. The list was also distributed at one of the meetings of the Rotary Club of Milwaukee.

The *Providence Magazine* for October, 1928, devotes a page to the Business Branch of the Providence Public Library. The story reviews an article which appeared in the *Providence Journal* under the heading "The Business Branches of Newark, Indianapolis and Providence," an interesting comparison of the three notable libraries of this type.

Miss M. E. Addison, Librarian of the Research Department of the Los Angeles First National Bank, presents a Monthly Magazine Digest in the current issue of the bank periodical. Miss Addison also conducts a department entitled "What Shall I Read" in the *Southern California Banker*, a publication of the Los Angeles Chapter of the American Institute of Banking.

Special Librarians at a State Library Convention

At the 32nd Annual Meeting of the Illinois State Library Association, a general session was devoted to the subject "Special Libraries As Aids to Public Libraries." Miss Mary B. Day, Librarian of the National Safety Council, acted as chairman.

The first paper presented by Miss Virginia Savage, Librarian of Halsey Stuart and Co., was entitled "What information the specialized library may share with the public library." Miss Savage stressed the importance of financial literature, and illustrated her talk with a very interesting exhibit of financial material which can be obtained free or at small cost.

Miss Ann D. White, Assistant Librarian of H. M. Byllesby & Co., spoke on "The care and

filing of ephemeral material." This was a practical scholarly paper. "The work of a child welfare library," was given in a comprehensive paper by Mrs. Mary W. Taylor, Librarian of the Eligabeth McCormick Memorial Library. An interesting exhibit of their publications was on the platform.

The subject of "Indexing" was discussed by Miss Julia Elliot, Director, Indexers. She traced indexing through the ages down to present times.

All of the papers were unusually valuable—given by authorities in their respective fields, and there was much favorable comment on the session.

M. B. D.

Pages 339-344 deleted, advertising.